

Registration Instructions for CSOC Trainings in ANCOR – Rutgers Continuing Studies

(Available after July 15, 2014, registration for all CSOC trainings scheduled beginning August 2014)

On the search page <https://ce-catalog.rutgers.edu/search.cfm> (clicking the link on the DCF CSOC training page should take you here) - **select “Category = CSOC” from the Category dropdown menu – do not select anything for the other options** – then click the “Search” button

This should return a list of CSOC trainings currently available for online registration

Click on the name of your desired training to view details

To register, after clicking the name of the training, scroll down, and near the bottom right of the page, click on the black box for “Register/Sign In Now”

This will take you to a screen where you can either **sign in** (if the person you wish to register already has an account with Rutgers Continuing Studies – you can try the lookup feature if you are not certain), **or create a new account** if needed (please retain the username and password for future use)

PLEASE NOTE: When setting up a new account, it is only necessary to complete the * fields – do not enter a birthday or social security number!

When you complete this process, it will return you to the course page, and you will see the logged in person’s name in the upper right corner, indicating that you are signed into the account

Click “Add to Cart” (If an approval code is requested for a restricted registration training, first enter it where required in the box near the bottom right of the page)

Click “Checkout” on the summary page that next appears

On the review page that next appears, click to check off that you accept the Refund Policy, then click the “Place Order” button

On the thank you page, you may click on “Print Receipt” if you would like to print a copy of the order completed

If all goes well, you will very quickly receive a confirmation email from UBHCTraining@ubhc.rutgers.edu entitled **University Behavioral Health Care Registration Notification**

You may at any time go back to <https://ce-catalog.rutgers.edu/search.cfm> and sign in to “My Account” (bottom of list on left) to view past and upcoming registrations and other account details

If you have any questions, please contact one of us:

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